



Westside JCC  
los angeles

## **JOB POSTING**

### **Chief Financial Officer & Director of Administration**

Westside Jewish Community Center

Los Angeles, California

The CFO/Director of Administration is responsible for directing the fiscal functions of Westside Jewish Community Center, including accounting, finance, facilities, operations and human resources, and enhancing the internal organizational processes that will allow WJCC to grow and fulfill its mission. The CFO/D of A is accountable for long-term financial planning, operational efficiency, sound internal controls and effective financial management of the organization. Working with the WJCC staff and lay leadership they will also provide strategic leadership to the organization in establishing long-range goals, strategies, plans and policies.

#### *Key Responsibilities*

The primary functions of the CFO/Director of Administration include, but are not limited to, the following:

- Finance – Financial management and oversight with direct responsibility for accounts receivable, accounts payable and general ledger. Will provide Executive Director and Board with comprehensive monthly reporting including metric monitoring, budgeting and cash management. Works closely with Finance and Audit Committees established by the Board of Directors.
- Human resources – Manage the human resource function including employee onboarding, payroll and benefits administration.
- General Operations – Oversee risk management, legal activities, insurance, organizational reporting and monitoring.
- Facilities – Direct supervision of Director of Facilities who oversees the maintenance, security and IT teams.

#### *Qualifications:*

- Completion of a bachelor's degree at an accredited college or university.

- Completion of a master's degree in a relevant field. (MBA or CPA preferred)
- Minimum of three years senior level experience in operations and/or finance.
- Comprehensive understanding of nonprofit accounting, financial reporting and general ledger maintenance.
- Comprehensive understanding of accounting software packages for nonprofit accounting. (QUICKBOOKS Pro for Nonprofits a plus)
- General understanding of federal and state labor and tax laws and regulations.
- General understanding of employee benefits management.
- General understanding of payroll processing systems. (ADP a plus)
- Creative problem solver and innovative thinker.
- Flexible and able to multi-task in a fast-paced environment.
- Strong interpersonal skills, proficient in oral and written communication skills.
- Personal qualities of integrity, credibility, and commitment to the values and mission of Westside JCC.

WJCC offers a competitive benefit package, including health and dental coverage, retirement plan, program discounts, etc. Salary is commensurate with experience.

Now in its 64<sup>th</sup> year of service to the Los Angeles community, Westside Jewish Community Center is a vibrant and inclusive gathering place that provides educational, cultural and recreational programming. Some of the outstanding opportunities we offer the community include our early childhood education program, the Lenny Krayzelburg Swim Academy, JCC Maccabi teen experiences, summer day camp and Jewish experiential programming for children and families. Our campus is home to a Jewish high school, table tennis center and multiple community non-profits who enhance our ability to bring people together as a community. To learn more visit [westsidejcc.org](http://westsidejcc.org).

Interested candidates should send a resume and cover letter to [jobs@westsidejcc.org](mailto:jobs@westsidejcc.org). June, 2018 start date anticipated.